



Revision number: 4

Purchasing Agent: BRENDA VELDEVERE (801) 538-3142 or bveldevere@utah.gov

ITEM: KYOCERA MITA DIGITAL COPIERS – STATEWIDE (ALL SEGMENTS)

REMITTANCE ADDRESS:

VENDOR: 94042A

KYOCERA MITA AMERICA, INC
225 SAND ROAD
FAIRFIELD NJ 07004

INTERNET ADDRESS:

www.kyoceramita.com

TELEPHONE:

(208) 385.0175

FAX NUMBER:

(208) 385.0179

CONTACT:

KRIS KATSEANES

EMAIL:

kris_katseanes@kyoceramita.com**FOR SALES AND SERVICE, PLEASE CONTACT KYOCERA MITA
UTAH DEALERS DIRECT (SEE LAST PAGE OF CONTRACT).**

BRAND/TRADE NAME:

KYOCERA MITA

PRICE:

SEE ATTACHED PRICE LIST

TERMS:

NET 30

EFFECTIVE DATES:

04/21/2003 THROUGH 04/30/2006

DAYS REQUIRED FOR DELIVERY:

STOCK TO 30 DAYS ARO

OTHER CONDITIONS:

CONTRACT PERIOD IS FOR TWO YEARS, WITH THREE ONE-YEAR OPTIONS TO
RENEW AFTER 04/20/2005. (POTENTIAL MAXIMUM CONTRACT END DATE 04/2008.)

ORIGINATING SOLICITATION:

BV3905 OPENED 03/04/2003 AT 2:00 P.M.

REVISION #4**PLEASE NOTE UTAH BUSINESS SYSTEMS HAS BEEN TAKEN OFF THIS CONTRACT AS A DEALER. AUTOMATED
BUSINESS PRODUCTS IS THE NEW DEALER ADDED TO THE CONTRACT.****CONTRACT HAS BEEN EXTENDED THROUGH 4/30/2006.****TO USE THIS CONTRACT, PRE-AUTHORIZATION IS REQUIRED.**

1. All State Agencies are required to compare a minimum of three digital copier contractors for the appropriate segment and then make their purchasing determination based on a best value analysis taking in consideration their individual needs including, but not limited to, price, customer service, maintenance, delivery, etc.
2. State Agencies must then complete the 63A-2-105 Copier Request Form and submit to Brian Jensen (with comparison documentation) for approval prior to ordering any copier from the contractor. Please fax your copier request form to Brian Jensen at (801) 801.538.3052. A copy of the copier request form is located at the end of this contract information sheet.



State of Utah Pricing for:

KM-1510 DIGITAL COPIER/PRINTER

SPECIFICATIONS AT A GLANCE:

- Speed: 15 cpm/ppm
- First copy out time: 6.3 seconds
- Resolution: 600 x 600 dpi
- Min./Max. copy size: 5.5" x 8.5" / 8.5" x 14"
- Standard paper cap.: 250-sheet drawer and 50-sheet bypass, user adjustable
- Exposure Control: Automatic, Photo, Text, Mixed, Eco Imaging Modes
- Drum/PM yield: 100,000 each
- Document Processor: One (1) sheet standard
- Optional Network Printing with Power PC Processor 405/200 MHz
- Optional 16MB of memory



SEGMENT 1A & 1B

<u>MODEL</u>	<u>DESCRIPTION</u>	<u>Utah Price</u>	<u>Serv./Supplies Copy Charge</u>
KM-1510	15 C.P.M. Digital Copier	\$ 1,005.12	\$ 0.0110

ACCESSORIES

ST-13	250 Sheet Drawer	\$ 131.69	N/A
Printing Sys M	Printing System	\$ 295.64	N/A
MB-6	16MB Copy Memory Board	\$ 197.87	N/A
IB-20	10Base-T/100Base-TX, 10Base2	\$ 195.53	N/A
IB-21E	10Base-T/100Base-TX	\$ 151.94	N/A
IB-22	Wireless NIC, 802.11b	\$ 239.82	N/A
Copier Stand	Copier Stand	\$ 70.38	N/A

The KM-1510 is a welcome addition to any small workgroup with basic output needs. With a short paper path, you will receive your first copy in just 6.3 seconds. The standard Sheet Document Processor makes original handling hands-free.

**Monthly Maintenance includes all parts, labor, and preventative maintenance. It does not include staples and paper.*



COPIER EQUIPMENT CONTRACT #AR1655
MAINTENANCE & SUPPLIES CONTRACT #PD1656



State of Utah Pricing for:

KM-1810 DIGITAL COPIER/PRINTER



SPECIFICATIONS AT A GLANCE

- Speed: 18 cpm/ppm
- First copy out time: 6.3 seconds
- Resolution: 600 x 600 DPI
- Min./Max. copy size: 5.5" x 8.5" to 8.5" x 14"
stack bypass, optional 250-sheet drawer
- Exposure control: Automatic Photo, Text, Mixed, Eco
Imaging Modes
- Drum yield/PM yield 100,000 each
- Standard 30-sheet document processor
- Standard Memory 16MB
- Maximum monthly volume: 15K
- Optional network printing with Power PC Processor
405/200 MHz

SEGMENT 1C

<u>MODEL</u>	<u>DESCRIPTION</u>	<u>Utah Price</u>	<u>Serv./Supplies Copy Charge</u>
KM-1810	18 C.P.M. Digital Copier	\$ 1,240.59	\$ 0.0110

ACCESSORIES

ST-13	250 Sheet Drawer	\$ 131.69	N/A
Printing Sys M	Printing System	\$ 295.64	N/A
IB-20	10Base-T/100Base-TX, 10Base2	\$ 195.53	N/A
IB-21E	10Base-T/100Base-TX	\$ 151.94	N/A
IB-22	Wireless NIC, 802.11b	\$ 239.82	N/A
Copier Stand	Copier Stand	\$ 70.38	N/A

Amazing. That's how you will describe this compact copier, with its standard 30 Sheet Document Processor. Get your first copy in just 6.3 seconds, Electronically Sort copies... even product 100,000 images - before your first scheduled maintenance.

**Monthly Maintenance includes all parts, labor, and preventative maintenance.
It does not include staples and paper.*





State of Utah Pricing for:

KM-3035 DIGITAL COPIER/PRINTER



SPECIFICATIONS AT A GLANCE

- Copies Per Minute: 30 Letter, 20 Legal, 20 Ledger
- Standard Duplexing
- Standard 3 way 1200 sheet paper supply via 500 x 2 drawers and 200 sheet multi purpose tray
- Standard 64MB of copier memory
- Optional 20GB Copier HDD for document management
- 400K maintenance kit
- 400K Amorphous Silicone Drum
- 600 x 600 dpi resolution/256 levels, Fast 1200 dpi print resolution
- Scan once/print many
- Optional 3K finisher with standard 2/3 hole punch
- Optional 1K saddle stitch finisher with optional 2/3 hole punch
- Optional 7 bin mailbox
- Optional print/scan system with standard network ready interface
- Optional Super G3 fax/network fax system

SEGMENT 2A/2B/2C

<u>MODEL</u>	<u>DESCRIPTION</u>	<u>Utah Price</u>	<u>Serv/Supp Copy Charge</u>
KM-3035	30 C.P.M. Digital Copier	\$ 4,411.44	\$0.0069
SRDF-2	Reversing Document Feeder	included	-
DF-78	Internal Finisher	included	-
Copier Stand	Copier Stand	included	-
ADDITIONAL ACCESSORIES FOR SEGMENT 2A/B/C			
DF-71	3,000 Sheet Finisher with Punch	1,378.54	-
DF-73	1,000 Sheet Finisher	721.64	-
DF-75	Saddle Stitch Finisher	1,501.28	-
PF-75	3,000 Sheet Drawer	774.34	-
PF-70	Dual 500 Sheet Drawer	677.43	-
M-2107	7 Bin Mail Box	553.63	-
J-1402	Job Separator	100.11	-
PH-2A	Punch Unit (2/3 hole) for DF-75	378.07	-
RA-1	Reversing Adapter for DF-75	282.14	-
Print/Scan System (U)	Print/Scan System	1,152.30	-
Fax System J	Fax System	614.56	-
FM-1-8MB	Fax Memory Board	110.62	-
HD-ME4	20.0 GB Hard Drive for Printer	300.88	-
AK-71C	DF-71/73 Attachment Kit	25.93	-
IB-20	Network Interface 10 Base T/100 TX		
	10 Base 2	195.53	-
IB-22	Wireless NIC, 802.11b	239.82	-
Orig. Holder	Original Holder	57.54	-
Copier Stand	Stand	98.27	-

For workgroups searching for a comprehensive hardcopy solution, the KM-3050 is the answer. Feature-rich, yet easy to use, the unit features a three-way, 1,200 Sheet Paper supply, Electronic Sorting, and can be upgraded to handle all your paper-based and electronic originals. Long-life components let you make up to 400,000 images before scheduled maintenance is required

*Monthly Maintenance includes all parts, labor, and preventative maintenance.
It does not include staples and paper.

COPIER EQUIPMENT CONTRACT #AR1655
MAINTENANCE & SUPPLIES CONTRACT #PD1656





State of Utah Pricing for:

KM-4035 DIGITAL COPIER/PRINTER



SPECIFICATIONS AT A GLANCE

- Copies Per Minute: 40 Letter, 23 Legal, 23 Ledger
- Standard Duplexing
- Standard 3 way 1200 sheet paper supply via 500 x 2 drawers and 200 sheet multi purpose tray
- Standard 64MB of copier memory
- Optional 20GB Copier HDD for document management
- 500K Amorphous Silicon Drum
- 500K Maintenance Kit
- Scan once/print many
- Optional 500 x 2 Paper Drawers or 3000 Sheet Paper Drawer for a maximum of 4200 sheets
- Optional 3K Finisher with standard 2/3 Hole Punch
- Optional 1K Saddle Stitch Finisher with optional 2/3 Hole Punch
- Optional 7 Bin Mailbox
- Optional Print/Scan Sys w/ standard Network Ready Interface
- Optional Super G3 fax/network fax system

SEGMENT 3A/B/C

<u>MODEL</u>	<u>DESCRIPTION</u>	<u>Utah Price</u>	<u>Serv/Supp Copy Charge</u>
KM-4035	40 C.P.M. Digital Copier	\$ 5,938.09	\$0.0067
SRDF-2	Reversing Document Feeder	included	-
DF-73	3000 Sheet Finisher w/Punch	included	-
AK-71C	DF-71/73 Attachment Kit	included	-
Copier Stand	Copier Stand	included	-
ADDITIONAL ACCESSORIES FOR SEGMENT 2A/B			
DF-71	3,000 Sheet Finisher with Punch	1,378.54	-
DF-75	Saddle Stitch Finisher	1,501.28	-
DF-78	Internal Finisher	576.81	-
PF-75	3,000 Sheet Drawer	774.34	-
PF-70	Dual 500 Sheet Drawer	677.43	-
M-2107	7 Bin Mail Box	553.63	-
J-1402	Job Separator	100.11	-
PH-2A	Punch Unit (2/3 hole) for DF-75	378.07	-
RA-1	Reversing Adapter for DF-75	282.14	-
Print/Scan System (U)	Print/Scan System	1,152.30	-
Fax System J	Fax System	614.56	-
FM-1-8MB	Fax Memory Board	110.62	-
HD-ME4	20.0 GB Hard Drive for Printer	300.88	-
IB-20	Network Interface 10 Base T/100 TX		
	10 Base 2	195.53	-
IB-22	Wireless NIC, 802.11b	239.82	-
Orig. Holder	Original Holder	57.54	-

All your Copying, Printing, Scanning, and Faxing needs are easily managed with this compact device. Standard 1,200 Sheet Paper supply, fast output speeds and the ability to produce up to 500,000 images before scheduled maintenance, makes this unit ideal for busy workgroups and departments.

*Monthly Maintenance includes all parts, labor, and preventative maintenance. It does not include staples and paper.



COPIER EQUIPMENT CONTRACT #AR1655
MAINTENANCE & SUPPLIES CONTRACT #PD1656



State of Utah Pricing for:

KM-5035 DIGITAL COPIER/PRINTER



SPECIFICATIONS AT A GLANCE

- Copies Per Minute: 50 Letter, 26 Legal, 26 Ledger
- Standard Duplexing
- Standard 64MB of copier memory
- Optional 20GB Copier HDD for document management
- 500K Amorphous Silicone Drum
- 500K Maintenance Kit
- 34K Toner Yield
- 600 x 600 dpi resolution/256 levels, Fast 1200 dpi print resolution
- Scan once/print many
- Optional 500 x 2 Paper Drawers or 3000 Sheet Paper Drawer
- Optional 3K Finisher with standard 2/3 Hole Punch
- Optional 1K Saddle Stitch Finisher with optional 2/3 Hole Punch
- Optional 7 Bin Mailbox
- Optional Print/Scan System with standard Network Ready Interface
- Optional Super G3 fax/network fax system

SEGMENT 4A/4B

<u>MODEL</u>	<u>DESCRIPTION</u>	<u>Utah Price</u>	<u>Serv/Supp Copy Charge</u>
KM-5035	50 C.P.M. Digital Copier	\$ 6,701.71	\$0.0065
SRDF-2	Reversing Document Feeder	included	-
DF-73	3000 Sheet Finisher w/Punch	included	-
AK-71C	DF-71/73 Attachment Kit	included	-
PF-70	Dual 500 Sheet Drawer	included	-
ADDITIONAL ACCESSORIES FOR SEGMENT 2A/B			
DF-71	3,000 Sheet Finisher with Punch	1,378.54	-
DF-75	Saddle Stitch Finisher	1,501.28	-
DF-78	Internal Finisher	576.81	-
PF-75	3,000 Sheet Drawer	774.34	-
M-2107	7 Bin Mail Box	553.63	-
J-1402	Job Separator	100.11	-
PH-2A	Punch Unit (2/3 hole) for DF-75	378.07	-
RA-1	Reversing Adapter for DF-75	282.14	-
Print/Scan System (U)	Print/Scan System	1,152.30	-
Fax System J	Fax System	614.56	-
FM-1-8MB	Fax Memory Board	110.62	-
HD-ME4	20.0 GB Hard Drive for Printer	300.88	-
IB-20	Network Interface 10 Base T/100 TX		
	10 Base 2	195.53	-
IB-22	Wireless NIC, 802.11b	239.82	-
Orig. Holder	Original Holder	57.54	-
Copier Stand	Stand	98.27	-

The KM-5035 is a comprehensive digital copying system with optional network Print/Scan and Fax capabilities for larger workgroups and departments. It delivers outstanding 600 dpi image quality at 50 Copies Per Minute, with a full complement of finishing options.

*Monthly Maintenance includes all parts, labor, and preventative maintenance. It does not include staples and paper.





State of Utah Pricing for: **KM-6330 DIGITAL COPIER/PRINTER**

SPECIFICATIONS AT A GLANCE

- Configuration: Console Digital Copier w/standard 100 Sheet Document Processor, Duplex, and 4 way 4,200 Sheet paper supply. Optional Network Printing and Scanning.
- KM-6330 shown with optional Multi-function Finisher, Mailbox and 4,000 Sheet Paper Deck.
- Resolution/Gray Scale: 600 dpi. Interpolated 1800 x 600 dpi copy resolution/256 levels, Fast 1200dpi print resolution
- Copies Per Minute: 63 Letter, 38 Legal, 32 Ledger
- Warm-Up: Within 360 seconds Program and Scan during warm-up. Auto Start
- First Copy Out Time: 3.6 seconds

SEGMENT 4C

<u>MODEL</u>	<u>DESCRIPTION</u>	<u>Utah Price</u>	<u>Serv/Supp Copy Charge</u>
KM-6330	63 C.P.M. Digital Copier	\$10,061.51	\$0.0063
DF-610	Finisher	included	

ADDITIONAL ACCESSORIES FOR SEGMENT 4C

BF-1	V-Folding Unit (DF-610 only)	\$ 811.22	-
MT-1	5 Tray Mail Box	\$ 421.41	-
ST-11	4,000 Sheet Paper Deck		
	(for KM-5530)	\$1,158.87	-
PH-3	Punch Unit (DF-610 only)	\$ 319.24	-
Printing			
System (Q)	Print System	\$1,047.54	-
Scan			
System (D)	Scan System	\$ 419.02	-
IB-22	Wireless NIC, 802.11b	\$ 239.82	-
BC-1	Barcode Reader for Printer	\$ 232.89	-
HD-4	6.0 GB Hard Drive for Printer	\$ 300.88	-

Whether you need just one copy or hundreds, the KM-6330 does it fast with a quick 3.6 second first copy, 63 letter size Copies Per Minute. Connect the unit to your network and print documents from your desktop. Scan to file and e-mail from the unit is also possible.

*Monthly Maintenance includes all parts, labor, and preventative maintenance.
It does not include staples and paper.





State of Utah Pricing for:

KM-7530 DIGITAL COPIER/PRINTER



SPECIFICATIONS AT A GLANCE

- Configuration: Digital Copier w/standard 100 Sheet Document Processor, Duplex, and 3,200 Sheet letter size paper deck. Optional Network Printing and Scanning.
- KM-7530 shown with optional Multi-function Finisher, Mailbox and 4,000 Sheet Paper Deck.
- Imaging System: Laser, Dual Component Toner
- Resolution/Gray Scale: 600 dpi. Interpolated 1800 x 600 dpi copy resolution/256 levels, Fast 1200dpi print resolution
- Copies Per Minute: 75 Letter, 45 Legal, 38 Ledger
- Warm-Up: Within 360 seconds Program and Scan during warm-up.
- Auto Start
- First Copy Out Time: 3.2 seconds

SEGMENT 5A

<u>MODEL</u>	<u>DESCRIPTION</u>	<u>Utah Price</u>	<u>Serv/Supp Copy Charge</u>
KM-7530	75 C.P.M. Digital Copier	\$11,905.89	\$0.063
DF-610	Finisher	included	-
ADDITIONAL ACCESSORIES FOR SEGMENT 2A/B			
BF-1	V-Folding Unit (DF-610 only)	811.22	-
MT-1	5 Tray Mail Box	421.41	-
ST-11	4,000 Sheet Paper Deck (for KM -5530)	1,134.00	-
PH-3	Punch Unit (DF-610 only)	309.27	-
Printing System (R)	Print System	1,041.33	-
Scan System (D)	Scan System	416.54	-
IB-20	10Base-T/100BaseTX, 10Base2N.I.C.	195.53	-
IB-22	Wireless NIC, 802.11b	239.82	-
BC-1	Barcode Reader for Printer	232.89	-
HD-ME4	20.0 GB Hard Drive for Printer	300.88	-

Whether you need just one copy or hundreds, the KM-7530 does it fast with a quick 3.2 second first copy, 75 letter size Copies Per Minute. Connect the unit to your network and print documents from your desktop. Scan to file and e-mail from the unit is also possible.

*Monthly Maintenance includes all parts, labor, and preventative maintenance.
It does not include staples and paper.

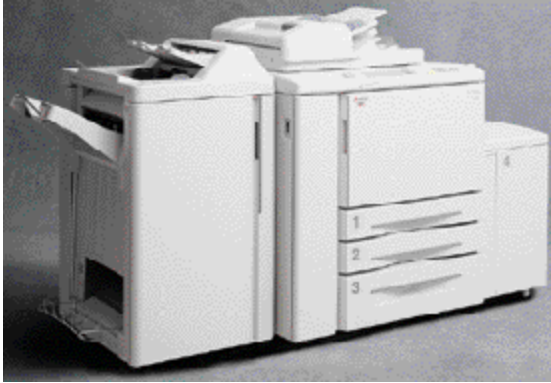


Kyocera Mita America, Inc. • National Accounts Program • 225 Sand Road • Fairfield, NJ 07004 • (973) 461-4013



State of Utah Pricing for:

KM-8530 DIGITAL COPIER/PRINTER



SPECIFICATIONS AT A GLANCE

- 85 Pages Per Minute
- 49 CMP Ledger, 57 CPM Legal
- Standard 100 Sheet Document Processor
- Standard Stackless Duplexing
- 20 GB Multi-Purpose HDD
- Wide Screen TSI.
- Optional Network Printing, Network Scanning
- Choice of Finishers, Punch Unit, Z Fold/Punch Unit
- Choice of 4,000 Sheet Paper Decks
- Post Process Insertter
- Tandem Copy.

SEGMENT 5B

<u>MODEL</u>	<u>DESCRIPTION</u>	<u>Utah Price</u>	<u>Serv/Supp Copy Charge</u>
KM-8530	85 C.P.M. Digital Copier (must be ordered with a finisher)	\$19,511.32	\$ 0.0063
DF-630	Finisher	included	-
LT-402	4,000 Sheet Large Capacity Tray (letter)	included	-

ADDITIONAL ACCESSORIES FOR SEGMENT 5A & 5B

DF-635	Saddle Stitch Finisher	\$ 2,649.58	-
LT-412	4,000 Sheet Large Capacity Tray (ledger)	\$ 1,471.45	-
TU-108	Trimmer Unit	\$ 3,797.16	-
Power Supply Cable			
For TU-108	Power Supply Cable for TU-108	\$ 2.91	-
PU-108	3 Hole Punch Unit	\$ 1,068.14	-
PZ-108	3 Hole Punch/Z-folding Unit	\$ 3,045.55	-
PI-108	Cover Insertter	\$ 459.52	-
UG-2	Video I/F Kit	\$ 442.41	-
UG-1	Postscript Upgrade Kit	\$ 771.16	-
IB-1	Network Interface Card 10Base-T/ 100Base-TX	\$ 267.65	-

The KM-8530 is designed for performance. As a fully integrated imaging system, the KM-8530 combines fax simplex and duplex output speeds with high yield consumable, versatile paper handling, robust finishing options, a variety of in-house publishing capabilities and more. When equipped with optional network printing and scanning, the KM-8530 provides a cost-effective paper based and electronic document management tool.

*Monthly Maintenance includes all parts, labor, and preventative maintenance.
It does not include staples and paper.





KYOCERA MITA UTAH DEALERS	
AUTOMATED BUSINESS PRODUCTS SCOTT SANFORD GOVERNMENT SALES MANAGER PHONE: (801) 488-8000 EXT 3009 FAX: (801) 466-5099 E-Mail: ssanford@abpweb.com	DOCUMENT SOLUTIONS PLUS 99 NORTH MAIN CEDAR CITY UT 84720 435.867.0044 OR 435.590.4566 FAX: 435.586.8021 MARK JOHNSON moehamad9@yahoo.com
	STEAMROLLER COPIES 67 E. ST. GEORGE BLVD ST. GEORGE UT 84770 OFFICE: 435.674.4484 CELL: 435.467.2679 JEFF LABRUM steamroller@ifox.com

ALL COPIER PRICING IS F.O.B. DESTINATION WITH INSTALLATION, TRAINING AND INITIAL "START UP" SUPPLIES INCLUDED (NO SEPARATE CHARGES).

TRADE-IN VALUES FOR YOUR EXISTING COPIER(S) ARE TO BE NEGOTIATED ON A CASE-BY-CASE BASIS.

RELOCATION FEES:

SEGMENT 1 = \$100.00
SEGMENT 2 = \$150.00
SEGMENT 3 = \$150.00
SEGMENT 4 = \$250.00
SEGMENT 5 = \$350.00

FOR MAINTENANCE AND SUPPLIES, PLEASE SEE STATE OF UTAH CONTRACT PD1656.

FINET COMMODITY CODE(S):

60038000000 - COPYING MACHINES BOND PAPER (PLAIN) INCLUDING PARTS & ACCESSORIES
60040000000 - COPY MACHINES COATED OR TREATED PAPER TYPE INCLUDING PARTS AND ACCESSORIES
60042000000 - COPY MACHINES, LASER, INCLUDING PARTS & ACCESSORIES
60045000000 - COPY MACHINES, THERMAL TYPE INCLUDING PARTS & ACCESSORIES
60047000000 - COPY MACHINE ADD-ON ACCESSORIES
65550000000 - COPYING EQUIPMENT, INCLUDING SLIDE DUPLICATORS)
93927000000 - COPY MACHINE MAINTENANCE & REPAIR
98526000000 - COPY MACHINES (INCLUDING COST PER COPY TYPE LEASES) RENTAL OR\LEASE

THIS CONTRACT COVERS ONLY THOSE ITEMS LISTED IN THE PRICE SCHEDULE. IT IS THE RESPONSIBILITY OF THE AGENCY TO ENSURE THAT OTHER ITEMS PURCHASED ARE INVOICED SEPARATELY. STATE AGENCIES WILL PLACE ORDERS DIRECTLY WITH THE VENDOR (CREATING A PG IN FINET) AND MAKE PAYMENTS FOR THE SAME ON A PV REFERENCING THE ORIGINAL PG. AGENCIES WILL RETURN TO THE VENDOR ANY INVOICE WHICH REFLECTS INCORRECT PRICING.

STATE OF UTAH
63A-2-105 COPIER REQUEST FORM

TO USE THE COPIER CONTRACTS, PRE-AUTHORIZATION IS REQUIRED.

- 1) All State Agencies are required to compare a minimum of three digital copier contractors for the appropriate segment and then make their purchasing determination based on a best value analysis taking in consideration their individual needs including, but not limited to, price, customer service, maintenance, delivery, etc.
- 2) State Agencies must then complete the 63A-2-105 Copier Request Form and submit it to Brian Jensen (with comparison documentation) for approval prior to ordering any copier from the contractor.

SUBMIT TO: PRINT SERVICES
5110 STATE OFFICE BUILDING
FAX: (801) 537-9240

DEPARTMENT	AGENCY		ADDRESS	
CONTACT PERSON	PHONE	FAX	DATE PREPARED	DATE NEEDED

EXPLAIN THE CIRCUMSTANCES LEADING TO THE PURCHASE OF THE NEW COPIER

MINIMUM SPECIFICATIONS (FUNCTIONS/FEATURES) OF THE NEW COPIER

COPIES PER MINUTE (CPM)	FIRST COPY SPEED (Seconds)	FEEDER/DOCUMENT HANDLER TYPE		MONTHLY VOLUME
PAPER CAPACITY (Sheets)	COPY THROUGHPUT (Paper Size and Weight)		COLLATING TYPE	STAPING TYPE
DUPLEXING 1:2 2:2 2:1	VARIABLE MAGNIFICATION % TO %	PRESENT REDUCTION/ENLARGEMENT		POWER REQUIREMENTS
OTHER				

COPIER SELECTED

MAKE AND MODEL	VENDOR	CONTRACT #
PURCHASE PRICE	MAINTENANCE COST PER COPY	SUPPLY COST PER COPY

CURRENT COPIER

MAKE AND MODEL	PURCHASE DATE	PURCHASE PRICES
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WE HAVE REVIEWED THIS REQUEST AND DETERMINED IT WILL PROVIDE CLEAR BENEFIT TO THE STATE.

X		
DIVISION DIRECTOR'S SIGNATURE	PRINT NAME	DATE
X		
DEPARTMENT DIRECTOR'S SIGNATURE	PRINT NAME	DATE

☐ APPROVED ☐ ADDITIONAL RECOMMENDATIONS ATTACHED

X		
PRINT SERVICES MANAGER'S SIGNATURE	PRINT NAME	DATE